



## Sign Building Permit Checklist

### GENERAL INFORMATION

- 1) See **Section 4.01.05. Sign Building Permit Application** of the Unified Development Code for more information on the sign permitting process.
- 2) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

### APPLICATION CHECKLIST

Item	Applicant	Staff
Completed and Signed <a href="#">Universal Application Form</a> - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
Tax Certificate(s) from <a href="#">Denton County</a> indicating that City taxes are current ( <a href="http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx">http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx</a> ) - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
General plan that illustrates - Three (3) copies:		
Location of the building, structure, or tract to which or upon which the sign is to be attached	<input type="checkbox"/>	<input type="checkbox"/>
Position of the sign in relation to right-of-way, easements, buildings, structures, existing signs, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Drawing of the sign that illustrates the height, length, width, and all other dimensions associated with the sign	<input type="checkbox"/>	<input type="checkbox"/>
Letter from the owner of the property stating that the applicant has permission to erect such sign(s)	<input type="checkbox"/>	<input type="checkbox"/>
Proof that all electrical components of signage installation comply with the electrical code in effect at the time of application	<input type="checkbox"/>	<input type="checkbox"/>
Proof of compliance with the applicable building codes (i.e., building, plumbing, foundation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff	<input type="checkbox"/>	<input type="checkbox"/>

### Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date